

MEDICAL RECORD DIRECTOR



OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

Indicate on your application under the examination title the location where you wish to establish eligibility. Candidates may only establish eligibility in one location.

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections (CDC) during this testing period. CDC testing period(s) for this examination are: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. Applications may be filed in person or by mail.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis and will be retained for 12 months. After this period, applicants should submit a new application.

NOTE: Only applications with an original signature will be accepted.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on the attached listing.

SALARY RANGE(S) **As of October 1, 2003**
\$3310 - \$4449

MINIMUM QUALIFICATIONS

Either I

Registration by the American Medical Record Association as a Registered Record Administrator or eligibility for examination for registration. (Applicants who are not Registered Record Administrators will be admitted to the examination, but they must secure the certificate of registration, or submit proof of eligibility for examination for registration as evidenced by a statement from the Association before they will be considered eligible for appointment.) **and**

Experience: Two years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

Or II

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation as evidenced by a statement from the Association before they will be considered eligible for appointment.) **and**

Experience: Four years of experience in a medical records office of an approved hospital which must have involved the supervision of medical records personnel or consultation to the clinical staff on the quality of medical records.

Or III

Certification by the American Medical Record Association as an Accredited Record Technician or eligibility for examination for accreditation. (Applicants who are not Accredited Record Technicians will be admitted to the examination, but they must secure the certificate of accreditation, or submit proof of eligibility for examination for accreditation, as evidenced by a statement from the Association before they will be considered eligible for appointment.) **and**

Experience: Two years of experience performing the duties of a Health Records Technician III in California state service.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

- Scope:
- Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:
- A. Knowledge of:

1. Principles, methods, procedures, and current trends in health information systems and management of health record department.

2. Accreditation, certification and licensing standards.

3. Quality assurance standards and techniques.

4. Qualitative and quantitative analysis of health records.

5. Techniques of word processing and transcription.

6. Diagnostic nomenclatures, classification systems, data abstracting, and retrieval techniques.

7. Data processing and computer systems.

8. Clinical and legal terminology.

9. Health records systems design and form control.

10. Current trends of health records data management and linkage of clinical data to reimbursement.

11. Organization and management concepts and functions.

12. Equal Employment Opportunity Program (EEO) objectives.

13. A supervisor's role in the EEO Program and the processes available to meet EEO objectives.

B. Ability to:

1. Plan and direct the work of others.

2. Analyze policies, procedures, laws, and regulations, and apply state-of-the-art knowledge to determine an effective course of action.

3. Communicate effectively.

4. Coordinate with clinical and administrative staff.

5. Develop data display techniques and research methodologies.

6. Effectively contribute to the EEO objectives.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for the institution(s) on the attached listing with the Department of Corrections. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **24 months** after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION DESCRIPTION AND LOCATION(S)

A Medical Record Director, under general direction, plans, develops, and directs a comprehensive health record system of patient records to attain goals and standards of accreditation of regulatory agencies. May instruct, lead, or supervise inmates and does other related work.

Position(s) exist with the institutions on the attached listing with the Department of Corrections.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/ CAREER CREDITS

Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.

GENERAL INFORMATION

Veteran's Preference: California law allows the granting of Veteran's Preference Points in **Open Entrance** and **Open Nonpromotional Entrance** examinations. Veteran's Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veteran's Preference Application (Std. Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

Applications are available at Department of Corrections offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDC TESTING INFORMATION CALL (916) 322-2694
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2922

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

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